SY 22 Annual Application Packet Reference Guide

There are four steps to completing the SY22 Annual Application Packet:
- **I. Completing the Sponsor Information Sheet**
- **II. Completing the Site Information Sheets for each of your sites (schools)**
- **III. Checklist - upload required documents**
- **IV. Submitting Packet to MEDOE for approval**

Getting Started

1. Go to CNPWeb online at https://me.cnpus.com/cnp/Login
2. Log in with username and password

3. If this is your first time logging into CNPWeb, you may be asked to change the initial password you are given. Follow screen instruction to change password.

4. Once logged in, select the 'SNP' hyperlink in blue

5. You may see a Notice, read the notice, and click 'Next Page'

6. On Program Year Selection page, select 2022

Program Year Selection

Program Year	Program Begin Date	Program End Date
2019	July 1, 2018	June 30, 2019
2020	July 1, 2019	June 30, 2020
2021	July 1, 2020	June 30, 2021
2022	July 1, 2021	June 30, 2022

Completing the Sponsor Information Sheet

If you are responsible for more than one Sponsors (Districts) you will see the screen in step 1. Otherwise, start with step 2.

1. Once you're logged in, you will see the sponsor(s) that you are linked with. Click on the blue hyperlinked sponsor number.

Select Sponsor   Sponsor Number: [ ] Name: [ ] 🔍

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Sponsor Nbr	Sponsor Name	Sponsor Type	County	Status	SNP	CACFP	SFSP	FDP
28	Augusta Public Schools	Public	Kennebec	Active	☑		☑	☑
1466	RSU 34	Public	Penobscot	Active	☑	☑	☑	☑

2. On the Sponsor Summary page, click on the Applications tab
3. Click on the ➕ icon for Sponsor Information Sheet

Sponsor Summary   Moosabec CSD (1058)

Checklist	Applications	Forms	Activities	Claims	Payments	Users

Washington County

Number	Name	Revision	Status	Date Approved	Action
Sponsor Information Sheet					➕
Site Information Sheet(s)					
1059	Jonesport-Beals High School				

4. Answer all questions.
   TIP: hit 'Save' and all required questions will appear in red.
   TIP: hit 'Save' frequently to avoid timing out while filling out the forms.

Mailing Addresses

Q1-4 Enter the mailing and street address for the Central Office

Q5 – Select the 'type' of address for the Food Service Contact – where is their office located (District , School, Warehouse or Other)

Q6- Select the 'Type' of location for the Food Service Enter the mailing and street address for the Food Service Contact

Contact Information

Q10-12 – Enter the Name, Title, Phone and Email for the **Executive Contact** (Superintendent)

Q13-15 - Enter the Name, Title, Phone and Email for the **Food Service Contact**

Q16-18 - Enter the Name, Title, Phone and Email for the **Business Office Contact**

Q19-21 - Enter the Name, Title, Phone and Email for the **Approving Official Contact. This is the person who will be approving monthly claims – formerly call Legal Agent.**

If the Superintendent is not going to be the Claim Approving Official, the Superintendent must email pamela.partridge@maine.gov to notify her and request permissions for the Claim Approving Official.

Free/Reduced Price Application Approval

Q22-23 – Enter the name of the person who handles the Free/Reduced Application process.

Q24 – Enter the name of the software used to process and track F/R applications. If manual, enter 'manual'.

Q25 – Indicate the type of application provided to households (paper/online)

Q26 – Enter the name of the software used for POS meal counts

Eligibility Waiver

Q27 – If eligibility determination is effective on the date the application was received – select 'Yes'. If eligibility determination is effective when the application was processes – select 'No'.

For more information on this process, see SP 11-2014 Effective Date of Free or Reduced Price Meal Eligibility Determinations

Food Service Management Company

If the Sponsor contracts with a FSMC, complete Q 30-32

Verification

Q33 – If you will be conducting verification (required if you collect F/R Meal Applications) indicate the type of Verification. System defaults to "Basic" (error-prone) which is the required method.

Meal Price Information

Q34 – Sponsors operating SSO in SY22 are non-pricing, select 'Yes' and skip to the next section.

Audit Compliance - *All Maine public schools are required to do a single audit each year. See requirement at the top of the section*
Q 38 – Enter the months of your fiscal year (defaults to July/June)
Q39 – Indicate Yes/No if your Sponsor expended $750,000 or more in Federal funds during the prior fiscal year. If Yes, answer Q40.
Q40 – Indicate Yes/No if the Sponsor's single audit has been completed.
     If Yes, indicate that the Sponsor has submitted the audit report to Maine DOE.
     If No, answer Q41
You may need to check with your Business Office to answer this question.
You are not required to enter the "Date Report Will Be Submitted"
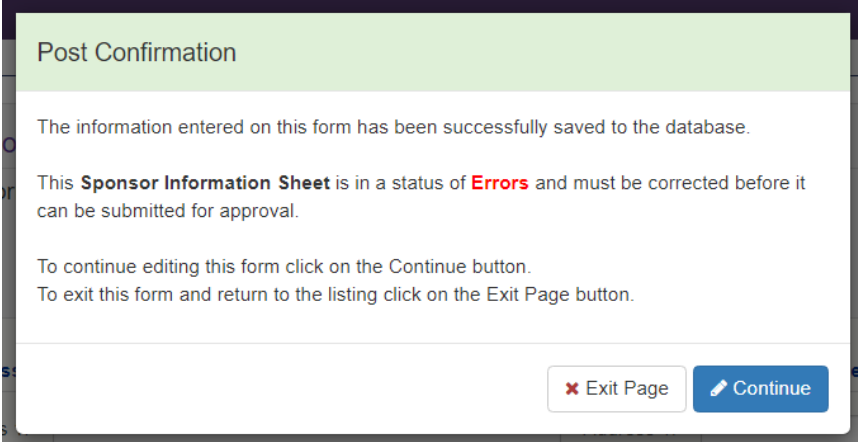
Certification Statement
Q42 – click the box to indicate compliance with the Certification Statement.

5. Hit 'Save'

If there are **Errors** on the form that must be corrected, you will see this message, hit 'Continue' to keep editing.

When all errors are corrected, the Sponsor Information Sheet will be in a status of 'Pending Submission'. You may 'Exit Page' to return to the Sponsor Summary page.

Complete Site Information Sheets

1. On the <u>Applications</u> tab of the <u>Sponsor Summary Screen</u>, click on the click on the [+] icon for <u>Site Information Sheet</u>
2. Answer all the questions.
   General Information
   Q16 – Select the Campus Type Open or Closed Campus
   Q17 – Classification of Site – What type of school is this site? Regular (Public) School/Charter/Boarding/RCCI
   Do not select 'Seamless Summer Option Only as that is for traditional SSO.
   Q18-25 – answer accordingly
   Q26 – Attendance Factor – leave blank or enter 93 for High School and 95 for Elem/Middle School

   Site Eligibility Information
   Q27-28 Do not enter in these fields

   Area Eligibility Information
   Q29 - Do not enter in this field

   Community Eligibility Provision
   Q30-37 - Do not enter in these fields

   National School Lunch Program
   Q38 Participation - If you are participating in SSO, select 'Not Participating' and skip to Q46.

   School Breakfast Program
   Q46 Participation – If you are participating in SSO select 'Not Participating' and skip to Q62.
   Q62 – Reason why breakfast is not offered – enter 'SSO'

   Special Milk Program
   Q63 – Special Milk Program – select whether this site is participating in SMP (this is not for a la carte milk)
   *SMP is for students at school who do not have access to meals such as half day Kindergarten. **This is NOT for a la carte milk.***

After School Snack Program
Q67 – select whether this site is participating in the After School Snack Program
If participating, select the option that matches the Site Eligibility listed on the screen and answer questions.
If not participating, skip to Q78.

Fresh Fruit and Vegetable Program
Indicates whether or not this site is approved to operate the FFVP.

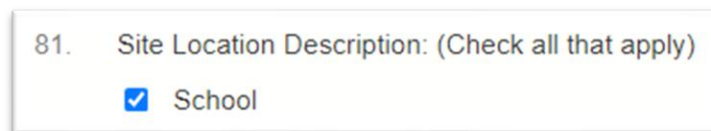**Seamless Summer Option** – *Choose this option if you plan to offer meals at <u>no charge</u> to students in SY22.*
Q79 – Participation – Select 'Participating' if you want to participate in SSO
*If you see a message stating 'Not Eligible', this can be ignored

79.	Participation:	Participating ▾	**Not Eligible** for Seamless Summer Option

Q80 – Months Meals Served – select the months school is in session (August-June)
Q81 – Check the location of this site – 'School'

81.	Site Location Description: (Check all that apply)
	☑ School

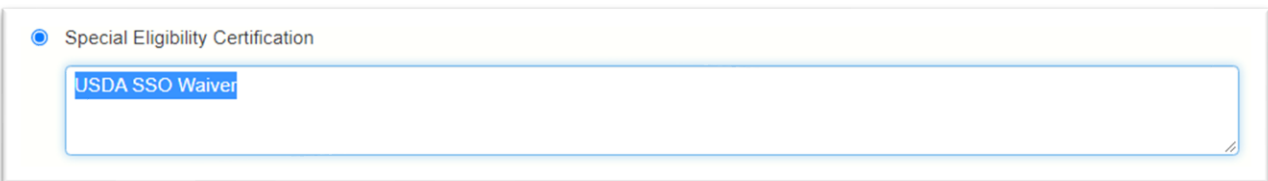Q82 – Type of Site –
    <u>Closed Enrolled</u> – meals are served only to students enrolled at this site
    <u>Open Site</u> – meals are served to any child 18 and younger
    <u>Restricted Open</u> – meals are served to any child 18 and younger with limited access and first come first serve

Site Eligibility – *USDA waiver allows all schools to participate in SSO in SY22*
Select 'Special Eligibility Certification' and enter 'USDA SSO Waiver' in the box

◉ Special Eligibility Certification
USDA SSO Waiver

Q83 – If the answer to Q82 was 'Restricted Open' enter 'USDA SSO Waiver'
Q84 & 85 – If the answer to Q82 was 'Closed Enrolled' enter 'USDA SSO Waiver'
Q 86 – SKIP
Q87 – Program Start Date – enter the first day of school
       Program End Date – enter the last day of school
Q88 - Answer is probably no

Q90 – Public Release Date – enter 8/1/21   *The public release is done by Maine DOE*
Q91 – Yes/No do you have a la carte
Q92 – Yes/No do you have Milk Only a la carte
Q93-96 –Select the meal types (no more than two)

> OvS – check if using Offer versus Serve
> PoS – indicate the number of points of sale – 10 is the max
> Enter Begin Time & End Time of meal Service
> Select the days meals are offered (*No weekend meals!* School days only)
> CAP – Enter the maximum number of meals that can be served at this site

Q97 – Enter the Average Daily Attendance at this site. *This is the average number of students to expect to feed daily. ADA can't exceed CAP*
Q98 – Meal Service Advertising – select Govt Agencies - *This is a traditional SSO requirement*
Q99 – Type of Meal Service Advertisement – select Newspapers
Q100 – Select Yes/No
Q101 – if answered YES to Q100, answer Q101. Otherwise SKIP to Q108
Q102-106 - SKIP

<u>Accountability Procedures</u>
Answer all questions
Q108 - If using Tic Sheets, select Other and enter 'Tic Sheets' in Q111
Q112 – for SSO, answer would be Non-Pricing
Q113 – End of Line - meals can only be counted at the end of the meal service line after unless you have been approved for an exception
Q116 – Yes/No Do you offer second meals *Only one meals per child can be claimed for reimbursement*

If there are **Errors** on the form that must be corrected, you will see this message, hit 'Continue' to keep editing.

When all errors are corrected, the Sponsor Information Sheet will be in a status of 'Pending Submission'. You may 'Exit Page' to return to the Sponsor Summary page

Complete the site information sheets for all sites.

Completing Checklist Documents

Once the Sponsor Application and Site Information Sheet(s) are in Pending Submission status, click on the 'Checklist' tab and upload the required documents with a red checkmark.

1. The answers provided on the Sponsor and State Information Sheets have triggered document requirements on this Checklist Tab. Look for red checkmarks to see what is required.
2. Forms provided by MEDOE that require you to fill out have a PDF icon. Click on the PDF icon to download the form. You will need to print, fill out and scan and save to your computer.
3. To upload the completed document, click on the blue upload icon on the far right.
4. Use the Open File dialog window to find the document you need to upload, click the document name once, and click the 'Open' button.
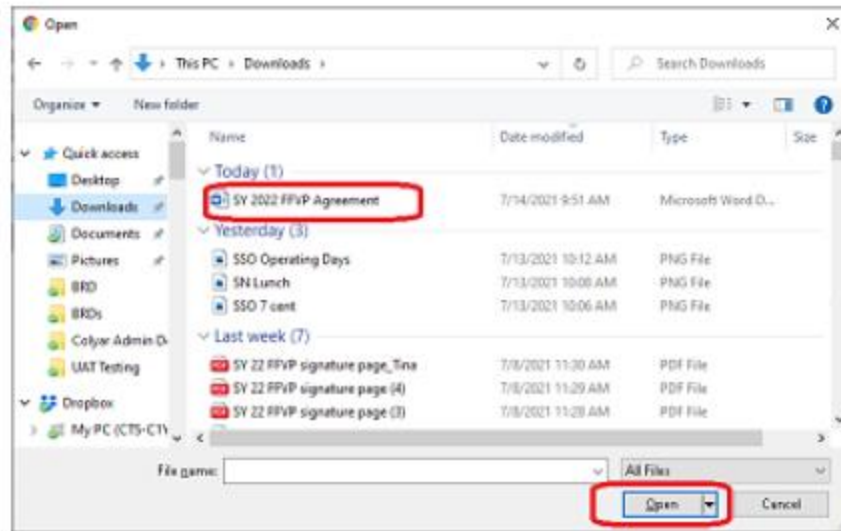
5. Required documents must be completed and uploaded. Do not use the "Enter Dates for Off-Line Forms" button

Submitting Packet to MEDOE for approval

1. Once all forms on the Application tab are in Pending Submission status and all the required documents have been uploaded on the Checklist Tab, a blue button will appear at the bottom left of the screen that says, "Submit all forms to the State for Approval". Click this button.